

**185—12.1(123,17A) Purpose and scope.** These rules shall govern all forms prescribed by the alcoholic beverages commission for use in proceedings before the division. The division may allow different forms to be utilized in a specific case as necessary.

**12.1(1) *Forms compliance.*** All papers filed with the division shall substantially comply with the requirements set forth in this chapter.

**12.1(2) *General requirements.*** All papers, except exhibits, shall be cut or folded so as not to exceed 8½ inches by 11 inches in size with inside margins not less than 1 inch in width. Whenever practical, all exhibits of a documentary character should conform to the foregoing requirements of size and margin.

This rule is intended to implement Iowa Code section 123.21.